

Project Learning



What are the “Lessons Learned” requirements?

How can you fulfill the requirements
AND maximize benefits to the
projects?

Project Management



What are the requirements?

How to fulfill requirements AND maximize benefits?

NPD 7120.4

NPD 7120.4 establishes the NASA Chief Engineer's overall responsibility for policy on lessons learned, LLIS, etc...

NPD 7120.4 also states that "managers and engineers responsible for the realization of a program, project service or activity shall:
(7) Collect, document, and submit program project and engineering lessons learned in accordance with **NPR 7120.6.**"

NPR 7120.6

NPR 7120.6 - Lessons Learned Focuses on...

- 1) how to process the lessons captured through a Center Data Manager and Center Lessons Learned Committee;
- 2) how lessons are to be submitted for review prior to dissemination through the agency-wide Lessons Learned Information System (LLIS).

NID for NPR 7120.5

NID for NPR 7120.5 Projects should have a Lessons Learned Plan as a sub-element of the project plan.

The lessons learned plan must "describe the project's approach to capturing lessons learned in accordance with **NPD 7120.4...** and as described in **NPR 7120.6...** and other appropriate requirements and standards documentation."

OCKO Support

Lessons Learned Plan

Template LL Plan

Timeline of Activities

Program/Project Management Handbook

"During Phase [B, C, D, E and F], the project management and the project team:...

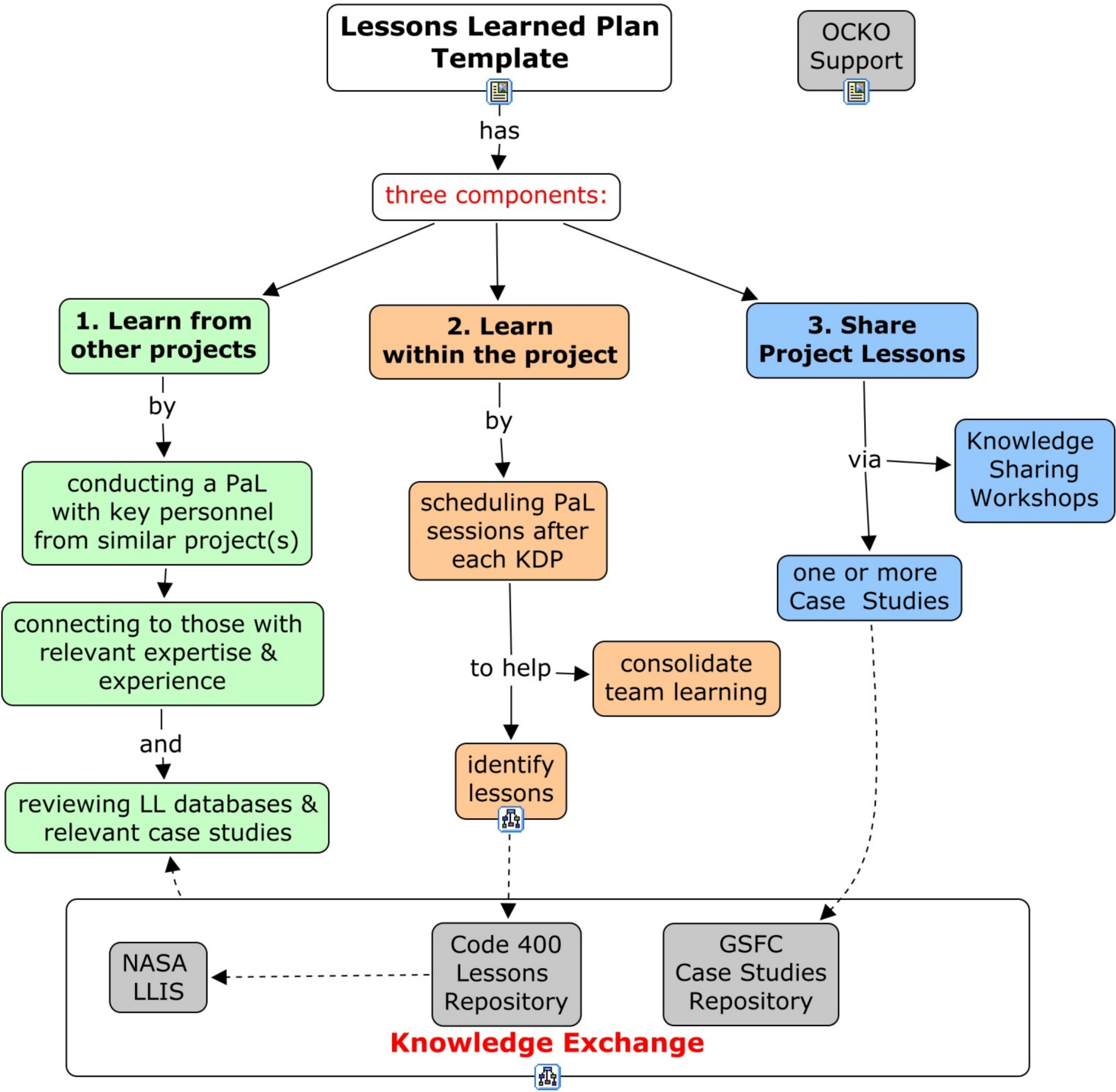
q) Document lessons learned in accordance with NPR 7120.6, Lessons Learned Process and NPD 1000.5."

"Document your lessons learned along the way, from start to finish. Speaking from experience, it is very difficult to recall and document the lessons learned at the tail end of a project. Insist that project personnel jot down lessons on a regular basis while they are working on each phase of the project.

One simple way is to jot down a single lesson once a month, even if it is only a one-liner as a memory jogger for later. After a few years on a project, you'll be amazed at how many great lessons you have accumulated for the benefit of future projects."

-- David F. Mitchell, 2006.

NID for NPR 7120.5
Projects should have a **lessons learned plan** as a sub-element of the project plan.



Timeline of Activities



- Review lessons learned from other relevant projects (repeat as appropriate at the beginning of each phase)
- Draft the initial Lessons Learned Plan after KDP A and incorporate into the Preliminary Project Plan; Hold a PaL, review and submit lessons.
- Hold a PaL after KDP B, review and submit lessons
- Hold a PaL after KDP C, review and submit lessons
- Hold a case study planning meeting (six month prior to launch)
- Hold a PaL after KDP D/launch, review and submit lessons
- Consolidate all Lessons Learned into a Final Lessons Learned Report (within 60 days of launch)
- Schedule knowledge sharing workshop (within 60 days of launch)
- Hold a PaL every two years during Phase E, review and submit lessons

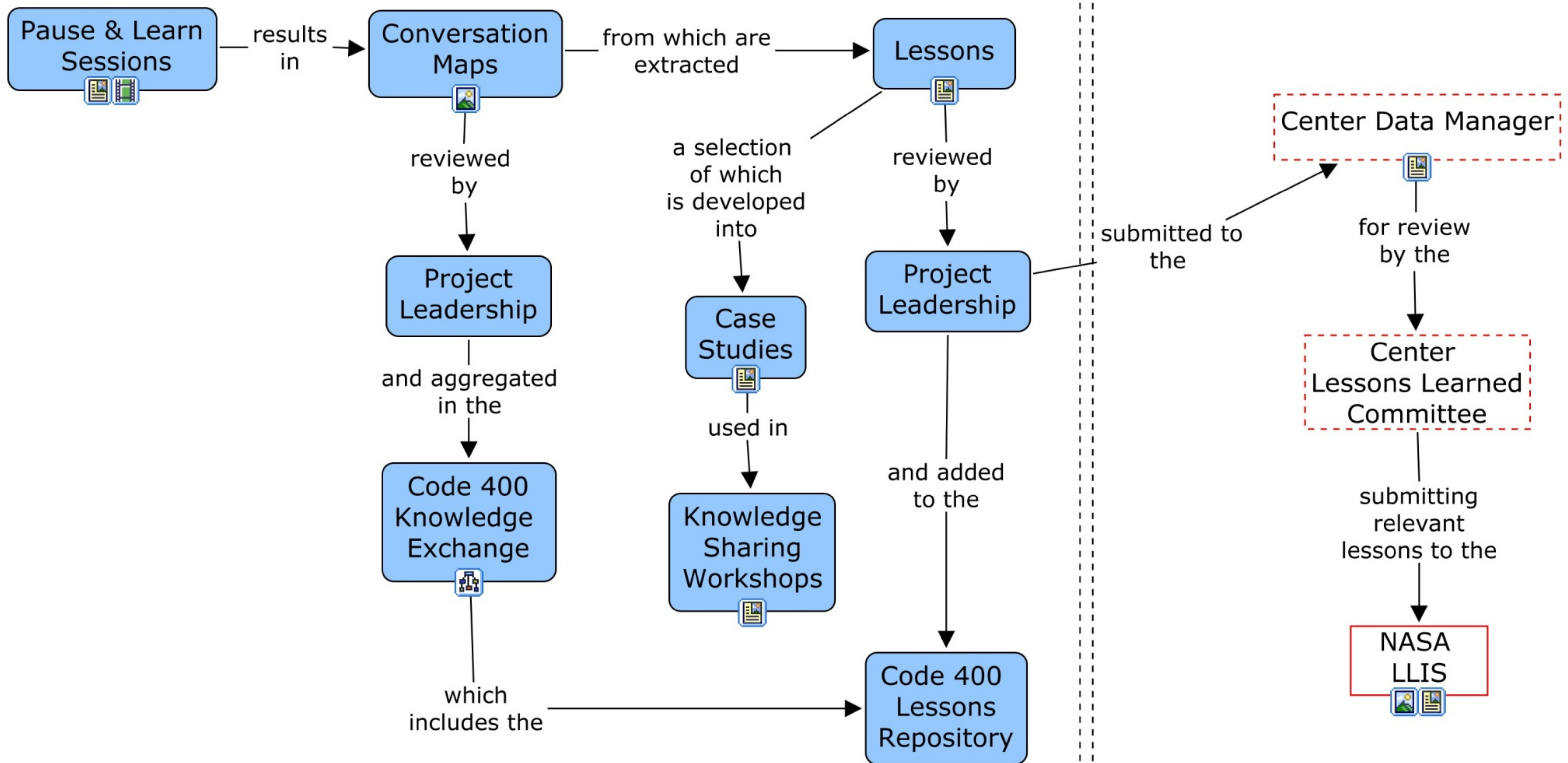
From "Pause and Learn" to Lessons Learned

NPR 7120.5

NPR 7120.6

Capture Lessons Learned throughout the project life cycle

Share Lessons with the broader NASA Community



OCKO Support



1. Establish a standard process for all project to collect, document and submit lessons learned;
2. Provide a template Lessons Learned plan that can be tailored to the specific needs of individual projects;
3. Support any or all aspects of the implementation of the learning plan at the project level;
4. Aggregate lessons learned at the directorate level;
5. Facilitate the submission of lessons learned to the Center Data Manager in accordance with NPR 7120.6.

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